



# School Counsellor

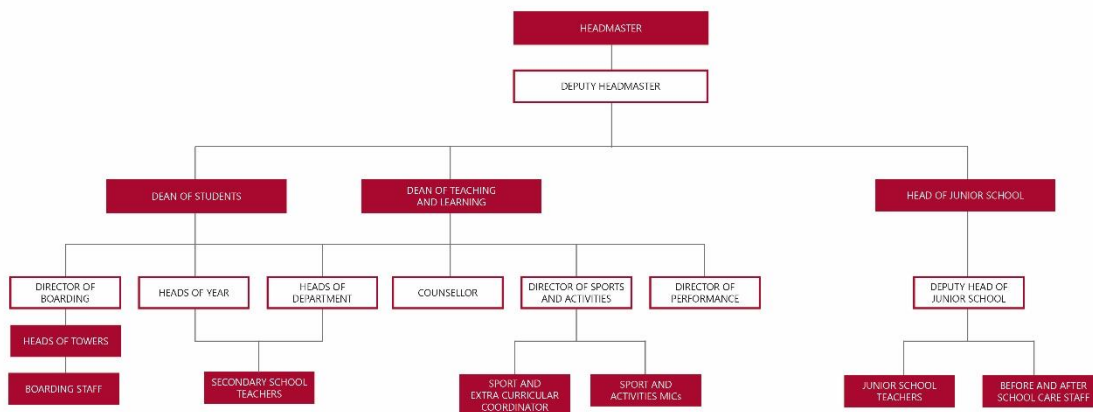
## POSITION DESCRIPTION

### VALUES AT IPSWICH GRAMMAR SCHOOL

Our school motto is Labore Et Honore – By this we mean that we will achieve success by working hard and behaving honourably. Ipswich Grammar School prides itself on the three core values of Belonging, Honour and Resilience. The School is committed to ensuring exceptional outcomes for our boys in academic achievements, artistic development and sporting endeavours.

### ORGANISATIONAL STRUCTURE

IPSWICH GRAMMAR SCHOOL  
ACADEMIC STAFF ORGANISATIONAL CHART



Exceptional  
PERFORMANCE 

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## OBJECTIVE

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To provide supplementary support to all students in relation to their academic progress, mental health and overall well-being. The School Counsellor reports directly to the Dean of Students and Deputy Headmaster.

## KEY DUTIES AND RESPONSIBILITIES

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The School Counsellor will perform the following key duties:

- Assisting students through personal and careers counselling;
- Mediation with students, staff and parents when necessary;
- Supporting members of staff in their relationships with students;
- Assisting staff by facilitating appropriate referrals to outside practitioners for personal counselling;
- Provide guidance to both students and parents in relation to subject choices, academic pathways and careers options;
- Resource and support parents in regard to their children in the school;
- Provide advice to the senior leadership on student welfare;
- Supporting students in their learning through strategies for time management and study skills;
- Liaise with appropriate government departments and agencies;
- Attendance at relevant professional development to ensure currency of knowledge and to meet all PD requirements related to required professional registration;
- Be fully cognisant of the school's legal and moral duty of care, report, as and when appropriate, to the Dean of Students and Deputy Headmaster concerning critical situations involving students.

## KEY SELECTION CRITERIA

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- SC1** High level counselling skills and experience
- SC2** Membership of, or registration with, one or more of the following bodies would be highly regarded.
- Queensland College of Teachers
  - Queensland Guidance and Counselling Association
  - Career Development Association of Australia
- SC3** Relevant qualification in Guidance and/or Counselling

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- SC4** Proven capacity or ability to develop high level skills in relation to subject and pathways advice for boys
- SC5** Awareness of the special requirements for boys in a boarding situation.
- SC6** Demonstrated high level of interpersonal skills including communication, leadership and people management capacities.
- SC7** A proven capacity to work as part of a team in a school environment and contribute to the wider life of the School Community

As a condition of employment all staff are required to hold a valid Blue Card or have the ability to successfully obtain one. All employees recognise and accept that multi skilling is an essential component of the School and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

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